



## VACANCY ANNOUNCEMENT

### CDL PROGRAM MANAGER

**Location:** Nashville, Tennessee

#### Qualifications

Education equivalent to completion of two years of coursework from an accredited college or university and experience equivalent to three years of increasingly responsible Commercial Driver License, analytic or management work.

**Salary and Benefits:** \$3,534.00-\$5,653.00 monthly. Full State Benefits Package.

**Necessary Special Qualifications:** *Applicants for this class must:*

- Complete a background clearance application which includes releasing all records involving any criminal history
- Submit a fingerprint sample in a manner prescribed by the TBI;
- Agree to a fingerprint-based, name-based criminal history records check;
- Never have been convicted or found not guilty by reason of insanity in a civilian or military jurisdiction of any Permanent disqualifying criminal offense listed in section 1572.103(a) of the Code of Federal Regulations (CFR) - Title 49 (disqualifying offenses)
- Never have been convicted or found not guilty by reason of insanity in a civilian or military jurisdiction within the 7 years preceding the date of application of any Interim disqualifying criminal offense listed in section 1572.103(b) of the Code of Federal Regulations (CFR) - Title 49 (disqualifying offenses);
- Not have been released from incarceration within the 5 years preceding the date of application for any Interim disqualifying criminal offense listed in section 1572.103(b) of the Code of Federal Regulations (CFR) - Title 49 (disqualifying offenses);
- Not be under want or warrant for a felony listed in section 1572.103(a) or section 1572.103(b) of the Code of Federal Regulations (CFR) - Title 49 (disqualifying offenses);
- Pass a pre-employment physical examination following an offer of employment;
- Possess a valid motor vehicle operator's license or be able to obtain one prior to appointment.

#### Requirements and Duties:

- Manage Third Party CDL Testing Program.
- Conduct Compliance reviews and follow on actions of required organizations and personnel.
- Development and implementation of tracking systems for the CDL Program
- Ensure compliance with Federal and State CDL statutes, policies and guidelines for State employees and third Party CDL Examiners and companies.
- Trains State and third Party employees, CDL Examiners and companies
- Must be able to travel including overnight trips and work from mobile locations as necessary to support Department and CDL division goals.
- Analyzes statewide commercial driver license organization, operations, and procedures, and makes recommendations to effect improvements in the efficiency, effectiveness, and quality of commercial driver license program areas.

To Apply please send your letter of interest and resume to

[thomas.x.smith@tn.gov](mailto:thomas.x.smith@tn.gov)

Please apply before: 10/09/2019